

**Kaukauna Catholic School System
Board of Trustees
Minutes
August 26, 2008**

Meeting was called to order at 6:35 p.m. by Neal Schmidt.

Opening prayer was given by Neal Schmidt

MEMBERS PRESENT: Marie DeValk, Mark Ebben, Scott Engmann, Carrie Gossens, Mikki Halbach, Jeanine Leege, Rick Mader, Leslie Marquardt Vidas, Fr. Jerry Pastors, Fr. Tom Pomeroy, Pat Ryan, Jessica Schaff, Neal Schmidt, and Sue Yokers

APPROVAL OF MINUTES AND AGENDA:

A motion to accept the minutes as amended was made and seconded. Motion carried. A motion to approve the changed agenda was made and seconded. Motion carried.

BOARD DEVELOPMENT:

- Discussion took place on setting the 2008-2009 Board of Trustee goals, we will review and discuss goals at September Board of Trustee meeting.
- A new mission statement was developed by the Strategic Planning – Kaukauna Catholic School System – Excellence in Education and Catholic Faith.
- Fr. Tom Pomeroy addressed confidentiality and communication to others outside the Board of Trustee meetings. Discussion followed.

NEW BUSINESS:

- Leslie Marquardt Vidas has agreed to take over the Board of Trustee Secretary position. A motion was made, seconded, and carried to approve Leslie as the new Board of Trustee Secretary.
- Board of Trustee members signed up for committees. Discussion took place on changing the Policy and Personnel Committee to the Policy Committee. A motion was made, seconded, and carried to change the committee to the Policy Committee. Discussion took place on the Technology Committee, a motion was made to eliminate the Technology Committee, the motion was seconded and carried with one no from Leslie Marquardt Vidas.
- The Board of Trustee meeting schedule was discussed. All meetings will be held on the fourth Tuesday of each month with the exception of December. The December meeting will take place on Tuesday December 16th. All meetings will be held at Holy Cross at 6:30 p.m.
- Strategic Planning will be listed under the Committee Reports.
- Sue Yokers brought up the need for more communication and education to existing and new Board of Trustee members. Discussion took place and the Policy committee will take responsibility for the need.

ADMINISTRATIVE REPORT:

- Jeanine Leege reported staffing is complete. The school staff will meet on August 25 to affirm our common mission and vision and review goals set last spring. The chart of accounts will be updated by Jessica to align the account numbers to the diocesan chart of accounts. Tim Gump will begin working on the technology maintenance. Jeanine will facilitate the redesign of our school web site.

BUSINESS MANAGER'S REPORT:

- The business office is keeping up with accounting, and other normal monthly duties.
- August tuition statements have been mailed, payments will be collected on Orientation Day Tuesday August 26, 2008

MARKETING DIRECTOR'S REPORT:

- Advertising through the Times Villager has been running on what KCSS has to offer.
- Lynn is working with representatives from the class of 1984 to coordinate a reunion for next spring. Lynn is on year 25 for the Alumni data entry.
- Several fundraisers are scheduled; Lynn is making contacts with those who ran them last year.

COMMITTEE REPORTS

FINANCE:

- A written report was submitted along with the Balance Sheet and Statement of Revenue and Expenses for June.
- Financial statements were reviewed and discussed.
- Outstanding accounts receivable were discussed.
- Discussion took place on the possible addition of a new kindergarten teacher. The decision will be made by Jeanine Leege.

POLICY AND PERSONNEL:

- No report.

ATHLETIC ASSOCIATION:

- No report.

ACCREDITATION/LONG RANGE PLANNING:

- No report.

STRATEGIC PLANNING:

- The committee discussed and voted on the core values. The Vision Statement was discussed. Dr. Bound asked the committee to list the Strengths, Weaknesses, Opportunities, and Threats and bring the information to the next meeting. Dr. Bound stated that the KCSS Board of Trustees would be responsible for carrying out the Strategic Plan once it is in place.

Closing prayer was given by Mikki Halbach.

Meeting adjourned at 8:13 p.m.

Next meeting: September 23, 2008 @ Holy Cross Campus at 6:30 p.m.